**Request for Proposal (RFP)**

DS01-254

APPENDIX C – AWARD QUESTIONNAIRE

(Single Lot)

Response Guidance, Evaluation and Marking Scheme

**Purpose of Document**

The Award Questionnaire is a standalone document incorporating all information that a Potential Provider will require in order to produce a response to the Award Questionnaire. Please follow the same headings as contained in this document, writing your responses in the indicated areas, following the Response Guidance and Marking Scheme at the end of each question.

Should you response be successful in this Further Competition, your response will form part of the Call-Off Agreement.

**Word Counts**

Word Counts are specified in some areas of this document, and may exclude any attachments. Each question will define as applicable.

**General Response Guidance**

Your responses and proposed approaches should be described in terms:

* That are aligned with the [Government Service Design Manual](https://www.gov.uk/service-manual%20and%20); and
* Of how the [new / redesigned] digital service will comply with the [Digital by Default Service Standard](https://www.gov.uk/service-manual/digital-by-default).

**SCORING MATRIX (for internal use only)**

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| **Award Questions:** | **Cultural/ Technical/ Price/ Info:** | **Marking Scheme:** | **Maximum Mark:** | **Weighting Factor:** | **Total % Score Available:** | **Minimum Pass Mark:** |
| **Section A –Availability** |  |  |  |  |  |  |
| AQA1 Availability | I | Pass/Fail | PASS | N/A | N/A | PASS |
| AQA2 Staff Vetting: SC Clearance | I | Pass/Fail | PASS | N/A | N/A | PASS |
| AQA3 Subcontracting | I | Pass/Fail | PASS | N/A | N/A | PASS |
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| **Section B – Technical Solution overall weighting between 10% & 40%** | | | | | | |
| AQB1 Overall Solution | T | 0,1,2,3 | 3 | 2.67 | 8 | N/A |
| AQB2 Reference Contract Examples | T | 0,1,2,3 | 3 | 1.67 | 5 | N/A |
| AQB3 High-Level Delivery Plan | T | 0,1,2,3 | 3 | 2.00 | 6 | N/A |
| AQB4 Team Structure | T | 0,1,2,3 | 3 | 2.00 | 6 | N/A |
| AQB5 Sample CV’s | T | 0,1,2,3 | 3 | 1.67 | 5 | N/A |
| Total Technical | | | | | **30** |  |
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| **Section C – Cultural Fit overall weighting between 10% & 40%** | | | | | | |
| AQC1 Cultural Fit | C | 0,1,2,3 | 3 | 10.00 | 30 | N/A |
| Total Cultural | | | | | **30** |  |
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| **Section D – Price overall weighting between 20% & 80%** | | | | | | |
| Please refer to Appendix B – Pricing Matrix | | | | | | |
| AQD1 Pricing Requirements | I | Pass/Fail | N/A | PASS | N/A | PASS |
| AQD2 Pricing Requirements | I | Pass/Fail | N/A | PASS | N/A | PASS |
| AQD3 Pricing Requirements | I | Pass/Fail | N/A | PASS | N/A | PASS |
| AQD4 Pricing Requirements | I | Pass/Fail | N/A | PASS | N/A | PASS |
| Total Price | P | Inverse relation to best | | | **40** |  |
| **TOTAL % (Sections A + B + C + D)** | | | | | **100** |  |

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| **SECTION A – AVAILABILITY** |

**AVAILABILITY**

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| **QUESTION:** | | **AQA1 AVAILABILITY** |
| **GUIDANCE:** | | Please confirm whether your delivery team roles will be available at the customer’s required location(s) from the customer's required timeframe(s) (both as stated in requirements - Appendix A). |
| **RESPONSE GUIDANCE:** | | To gain maximum marks for this question, all your roles must be available at the required location(s) and within the required timeframe. |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance)  **Minimum Pass Mark - PASS**, as declared in the Scoring Matrix, in order to proceed to the next stage of the evaluation (as described in the RFP), and be eligible to succeed in this procurement. [repeat where minimum pass marks are applicable] | | |
| **Fail** | Roles will not be available at the required location(s) or within required timeframe | |
| **Pass** | All roles available at the required location(s) within required timeframe | |
| **POTENTIAL PROVIDERS RESPONSE** | | |
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**Staff Vetting SC Clearance**

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| **QUESTION:** | | | **AQA2 Staff Vetting SC Clearance** | | | | |
| **GUIDANCE:** | | | Please confirm whether your proposed delivery team members have successfully completed the HM Government SC Clearance, together with date checked. If not, do they have any other Security Clearance for UK government, together with date cleared and validity? If not, please confirm that you are willing to undertake SC clearance with proposed individuals from the intent to award notification to staff commencing work on site. | | | | |
| **RESPONSE GUIDANCE:** | | | To PASS this question, you must provide SC Clearance status for proposed individuals, complete with date check completed OR details of other UK Government Security Clearance with date and validity OR confirmation that SC Clearance will be carried out on from the intent to award notification to staff commencing work on site. | | | | |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance)  Minimum Pass Mark - PASS, as declared in the Scoring Matrix, in order to proceed to the next stage of the evaluation (as described in the RFP), and be eligible to succeed in this procurement. | | | | | | | |
| **Fail** | Information supplied is missing or incomplete | | | | | | |
| **Pass** | Staff vetting and security clearance with date has been provided for all proposed staff OR confirmation that this will be carried out on intent to award notification to enable commencement date. | | | | | | |
| **POTENTIAL PROVIDERS RESPONSE** | | | | | | | |
| **Name of individual proposed** | | **SC Clearance complete Yes/No?** | | **Date SC Clearance Complete** | **Other UK Government Security Clearance** | **Date checked + valid until** | **We agree to carry out BPSS post intent to award for start date Yes/No?** |
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**SUBCONTRACTORS**

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| **QUESTION:** | | | **AQA3 SUB CONTRACTORS** | | |
| **GUIDANCE:** | | | Please confirm whether your proposed delivery team includes any sub contractor resources (ie people who are not permanent employees of your organisation), and if so which roles or individuals | | |
| **RESPONSE GUIDANCE:** | | | To PASS this question, you must confirm the status of the proposed delivery team in terms of whether your proposed staff have been subcontracted or not | | |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance)  Minimum Pass Mark - PASS, as declared in the Scoring Matrix, in order to proceed to the next stage of the evaluation (as described in the RFP), and be eligible to succeed in this procurement. | | | | | |
| **Fail** | Information supplied is missing or incomplete | | | | |
| **Pass** | All proposed staff who are subcontracted have been clearly identified | | | | |
| **POTENTIAL PROVIDERS RESPONSE** | | | | | |
| **Name of individual proposed** | | **Are they subcontracted Yes/No?** | | **If so, from which organisation** | **Lead for this lot Yes/No?** |
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| **SECTION B – SOLUTION** | | |
| **OVERALL SOLUTION** | | |
| **QUESTION:** | | **AQB1 OVERALL SOLUTION** |
| **GUIDANCE:** | | Provide an overview of your solution to meet the customer’s project aims and required outcomes as described in requirements (Appendix A) of the RFP for this project. |
| **RESPONSE GUIDANCE:** | | How the proposed solution, will address the following points including (but not limited to):   1. The proposed solution, including (but not limited to): 2. Reference to the [GDS Digital by Default Service Standard](https://www.gov.uk/service-manual/digital-by-default) 3. Approach to Discovery phase 4. Approach to quality 5. Approach to delivery management 6. Approach to supplier team integrating and interplaying with customer team 7. Response to specific required outcomes as laid out in the RFP   The response should also include the following:   1. Methodology and agile approach in relation to delivering the outcomes 2. Perceived risks and dependencies 3. Proposed mitigation actions   Your response should reference the relevant parts of the requirements (Appendix A). |
| **GUIDELINE WORD COUNT:** | | **2000 (excluding attachments)** |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | |
| **0** | Unacceptable: No ability or no evidence | |
| **1** | Not Met: – Response not connected to the requirement and/or fails to address the requirement. | |
| **2** | Partially Met: The response is incomplete and/or does not address all of the elements in the response guidance above and/or response is generic and/or not does not relate to the requirement | |
| **3** | Met: The requirement is met, the response addresses all the points in the response guidance and is specifically tailored to meet the requirement | |
| **POTENTIAL PROVIDERS RESPONSE** | | |
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**REFERENCE CONTRACT EXAMPLES**

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| **QUESTION:** | | **AQB2 REFERENCE CONTRACT EXAMPLES** |
| **GUIDANCE:** | | Describe your track record of delivery of comparable digital projects previously or currently in progress, demonstrating specific expertise, integration experience and operational experience and show how this would be relevant to the specific requirements and delivery of the solution laid out in the RFP requirement. Your response should include relevant contract examples. |
| **RESPONSE GUIDANCE:** | | The response should illustrate experience and examples of delivering solutions that are comparable with the customer’s requirement and agile methodology. |
| **GUIDELINE WORD COUNT:** | | **600 (excluding attachments)** |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | |
| **0** | Unacceptable: No experience or no evidence | |
| **1** | Not met: Response examples lack detail and/or fail to demonstrate expertise, integration or operational experience and/or relevance to the customer requirement | |
| **2** | Partially met: The contract examples are generic and/or do not demonstrate expertise and/or integration experience and/or operational experience and/or fails to demonstrate how they are relevant to delivery of the requirement | |
| **3** | Met: The response illustrates expertise and experience relevant to the requirement and includes at least two relevant contract examples | |
| **POTENTIAL PROVIDERS RESPONSE** | | |
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**HIGH-LEVEL DELIVERY PLAN**

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| **QUESTION:** | | **AQB3 HIGH-LEVEL DELIVERY PLAN** |
| **GUIDANCE:** | | Describe your proposed High-Level Delivery Plan to meet the required outcomes and user needs as described in RFP (Appendix A) for this project. |
| **RESPONSE GUIDANCE:** | | The response should include, but is not limited to:  Start and end Dates per project phase  Key Delivery milestones  Resource Plan  Risk and Dependencies  Proposed mitigation actions  Ideas and suggestions  Rationale of how you would prioritise user stories in the product backlog to arrive at a minimum viable product (‘MVP’) and the subsequent sprints aligned with the High-Level Release / Delivery Plan.  Your response should reference the relevant parts of the requirements (Appendix A) and if successful it will be form part of the your Call-Off Agreement |
| **GUIDELINE WORD COUNT:** | | **500 (excluding attachments)** |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | |
| **0** | Unacceptable: No response or the response is not relevant to the requirement | |
| **1** | Not Met: High-Level Release / Delivery Plan lacks detail and/or does not reflect the customer’s timescales and/or requirement | |
| **2** | Partially Met: The plan is generic and/or not specifically relevant to the customer’s project aims and/or does not meet the required outcomes and/or is missing key elements outlined above. | |
| **3** | Met: The requirement is met, the High-Level Release / Delivery Plan addresses all the points in the Response Guidance and is specifically tailored to meet the project aims and required outcomes | |
| **POTENTIAL PROVIDERS RESPONSE** | | |
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**TEAM STRUCTURE AND ROLE FUNCTIONS**

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| **QUESTION:** | | **AQB4 TEAM STRUCTURE** |
| **GUIDANCE:** | | Provide an overview of the role functions and team structure you propose to meet this capability, as described in requirements Appendix A of the RFP for this project. Describe how your resources would integrate into and interplay with the customer and/or other suppliers resources as a single delivery team. |
| **RESPONSE GUIDANCE:** | | The response must include, but is not limited to:   1. The numbers and seniority (Junior or Senior) 2. Key roles – how they deliver the solution 3. What roles/tasks each team member would perform 4. Types of skills, experiences and capabilities in the team and how these are relevant to delivering the requirements 5. How your team structure would integrate and interplay with    1. the customer and/or    2. other supplier team members to create a single delivery team   Your response should reference the relevant parts of the requirements (Appendix A). |
| **GUIDELINE WORD COUNT:** | | **1000 (excluding attachments)** |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | |
| **0** | Unacceptable: No response or team structure provided | |
| **1** | Not Met: The proposed team structure is inadequate for the task and/or no information is provided of the roles, tasks, skills, experiences and capabilities in relation to the requirements | |
| **2** | Partially Met: Details of the roles, tasks, skills, experiences and how these are relevant to the requirements are incomplete, and/or not relevant and/or are missing key elements outlined above | |
| **3** | Met: The proposed team structure is suited to the task. The information provided on the roles, tasks, skills, experiences and capabilities is relevant to the requirements, and includes how the supplier team will integrate and interplay with the customer and/or other supplier team members creating an effective single delivery team | |
| **POTENTIAL PROVIDERS RESPONSE** | | |
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**SAMPLE CV’s**

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| **QUESTION:** | | **AQB5 SAMPLE CV(S)** |
| **GUIDANCE:** | | Attach sample CV(s) for the type of person(s) who will perform these roles. If you are successful, you will discuss and agree the specific individuals who will fulfil the Key Proposed Role(s) above to relating to this capability during the initial discussions to prepare the Call off Contract and first Statement of Work. |
| **RESPONSE GUIDANCE:** | | The sample CV(s) should demonstrate suitability, competence and experience related to delivery of comparable digital projects and capabilities. |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | |
| **0** | Unacceptable: No sample CVs provided, or none of the sample CVs relate to the required delivery capability | |
| **1** | Not Met: sample CV(s) are provided that do not relate to the required delivery capability, and/or lack adequate evidence of suitability and/or competence and/or experience in relation to the project requirements | |
| **2** | Partially Met: Not all sample CVs relate to the required delivery capability, and/or lack adequate evidence of suitability and/or competence and/or experience in relation to the project requirements and/or sample CV’s do not cover all of the Key Roles identified above | |
| **3** | Met: All sample CVs demonstrate evidence of suitability, competence and experience and describe how the capability will deliver the requirements, outcomes and user needs | |
| To be provided as an attachment entitled – **AQB5 sample CVs** | | |

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| **SECTION C - CULTURAL FIT** | | | |
| **CULTURAL FIT** | | | |
| **QUESTION:** | | | **AQC1 CULTURAL FIT** |
| **GUIDANCE:** | | | Describe your approach to working in an agile style with the customer (and alongside other suppliers) as part of an integrated, co-located, effective and efficient digital delivery team. |
| **RESPONSE GUIDANCE:** | | | Describe your approach for working with the customer (and alongside other suppliers) where the team is:   * Co-located * Genuinely multi-disciplinary * Collaborative * Led by managers from the customer organisation; and * Focused on delivery   The proposed approach should in particular recognise the importance of team dynamics and the flexibility of the capability to the customer’s requirement. |
| **GUIDELINE WORD COUNT:** | | | 400 (excluding attachments) |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | | |
| **0** | | Unacceptable: No ability evidenced | |
| **1** | | Not Met: Response fails to demonstrate that the requirement is met | |
| **2** | | Partially Met: The response is generic, and/or ambiguous and/or incomplete and/or does not demonstrate how you will work alongside others, integrating and delivering in an effective and efficient way and/or does not address how you will meet the cultural challenges of this way of working | |
| **3** | | Met: The response is clear and unambiguous describing how you will work in an agile style with the customer (and alongside other suppliers) as part of an integrated, co-located, effective and efficient digital delivery team, addressing the cultural challenges of this way of working | |
| **POTENTIAL PROVIDERS RESPONSE** | | | |
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| **SECTION D – PRICE** |

**PRICING REQUIREMENTS CHECKLIST**

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| **QUESTION:** | | **AQD1, AQD2, AQD3, AQD4 – Pricing Requirements** | |
| **GUIDANCE:** | | The Supplier is required to confirm compliance to the pricing requirements. Please use the below as guidance to submission of your Pricing Matrix (Appendix B) | |
| **RESPONSE GUIDANCE:** | | Using the ‘Response’ box located within Appendix B, please specify that you have included the requirement within your submission. Please note that these questions are all Pass/Fail. If you do not state “Complete” for every Question, you will not be able to proceed further in this competition. | |
| **GUIDELINE WORD COUNT:** | | N/A |
| **MARKING SCHEME:** (Score Available and Evaluation Guidance) | | | |
| **Fail** | NOT COMPLETE | |
| **Pass** | COMPLETE | |